

## Checklist for Out of State Graduates Original License, Rules 2002

NOTE: In order to be considered for an evaluation, you must possess a minimum of a bachelor's degree (master's degree for school services and administrative licensure) from an institution regionally accredited to offer degrees in education OR be a graduate of a regionally accredited institution and meet the education requirements for your state. Please note: Meeting minimum requirements for evaluation does NOT guarantee issuance of an Indiana instructional, administrative or school services license. **Check the items that are being sent and return this checklist with your materials. Failure to send all items in one envelope will result in delays in processing your request.**

- **Application for an Indiana Teaching, Administration, or School Services License, [Form 9331](#).** Be sure to complete the Criminal History information and sign the application or your materials will be returned.
- **Evaluation Fee.** Attach a \$35.00 cashier's check or money order, made payable to the State of Indiana, to the application. **Applications with cash or personal checks will be returned. ALL FEES ARE NON-REFUNDABLE.**
- **License Fee.** Each license requires a \$35 Money Order or Cashier's Check made payable to "State of Indiana". Send this fee ONLY if you hold a valid out of state teaching license and wish to receive the Indiana license for which you are eligible. **Applications with cash or personal checks will be returned. ALL FEES ARE NON-REFUNDABLE.**
- [CPR/ Heimlich maneuver certification](#), please visit our website for more information and a list of acceptable providers.
- **Transcripts Enclosed.** Official transcripts must bear the sign and/or seal of the registrar, the degree and date conferred. Provide transcripts of ALL completed coursework at ALL institutions attended. Transcripts must be included with evaluation materials. Do NOT order transcripts to be sent directly to the Office of Educator Licensing and Development.
- **Valid Out of State Teaching, Administrative or School Services License.** Send photocopies of BOTH SIDES of your unexpired out of state license(s).
- **Instructional and/or Professional Education Experience.** Send official verification letter of all instructional, school services and administrative experience you possess. The letter is to be on official school letterhead and needs to include dates of employment; subjects and grades taught and/or positions held and must include both the type and status of school accreditation. An administrator from your last place of employment MUST verify the information.
- **Official Praxis Score Reports\*\*.** Official score reports of the Praxis test scores should be sent directly from the Educational Testing Service (ETS). You may contact ETS at [www.ets.org](http://www.ets.org). If your test scores have been sent directly to our agency, please include a note indicating this and a copy of your examinee score report.

- **Other Relevant Application Materials.** If you neither graduated from an NCATE accredited education program nor hold an out of state license in accordance with our Interstate Compact Agreement, you may submit additional evidence of your license preparation for consideration. Some examples include: copies of educational awards or honors and/or official verification of in-service activities, educational conferences, seminars, educational mentoring you have performed, educational publications, research, or presentations you have conducted. All verification(s) must be provided on official letterhead and signed by the supervisor. Please list below the items you have enclosed for review:

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**\*\***Praxis tests may be waived with three (3) full years of verified creditable out of state teaching experience with a currently valid (un-expired) out of state license. Previous or prior teaching experience in Indiana is not applicable.

PLEASE NOTE: Items submitted become the property of the Office of Educator Licensing and Development and will NOT be returned. Retain copies for your files.